

SUMMER TRAINING TOPICS AND SCHEDULE

Launch Day 1 (June 14)

- ☐ Trello & Keyboarding
- ☐ Pre-assessments (Email, Excel, Microsoft Word)
- ☐ Proofreading
- ☐ Interpersonal Communication: Conversational Skills
- ☐ Team Building

Launch Day 2 (June 15)

- ☐ Calendaring & Outlook
- ☐ Professional Email
- ☐ Note Taking
- ☐ Phone Etiquette
- ☐ Cultural Awareness

Week 1 (June 21/22)

- ☐ Team Building
- ☐ Keyboarding
- ☐ Excel – Part I

Week 2 (June 28/29)

- ☐ Alphabetic Indexing & Filing
- ☐ Keyboarding
- ☐ Excel – Part II

Week 3 (July 5/6)

- ☐ Interpersonal Communication: Feedback & Evaluation
- ☐ Keyboarding
- ☐ Microsoft Word

Week 4 (July 13/19) – Tuesday training skips one week for the College and Financial Literacy Fair.

- ☐ Public Speaking
- ☐ Keyboarding

Week 5 (July 20/26) – We will have guests on these days; dress professionally.

- ☐ Networking
- ☐ Keyboarding

Week 6 (July 27/ August 2)

- ☐ Preparation for Final Performance Reviews
- ☐ Post-assessments
- ☐ Celebration!